


2013 - ANNUAL MINUTES FORM SHAREHOLDERS, DIRECTORS AND OFFICERS

(Michigan Corporations)

IMPORTANT! FOLLOW INSTRUCTIONS EXACTLY WHEN COMPLETING THIS FORM. PLEASE PRINT.

Business Address <div style="background-color: black; width: 150px; height: 30px; margin: 10px auto;"></div>	Key Code K241687363	Notice Date 2013-02-13
		Please Respond By March 20, 2013

Corporate Records Service will prepare and provide corporate minutes that meet the following requirements of Michigan law:

MICHIGAN COMPILED LAWS § 450.1485: Corporate books ... "A corporation shall keep books and records of account and minutes of the proceedings of its shareholders, board, and executive committee, if any."

MICHIGAN COMPILED LAWS § 450.1402: Annual meetings of shareholders... "An annual meeting of shareholders for election of directors and for such other business ... shall be held at a time as provided in the bylaws ..." MICHIGAN COMPILED LAWS § 450.1521: Meeting of board... "Regular or special meetings of a board may be held either in or outside this State."

Corporate minutes may also be prepared by corporate officers or other agents. CORPORATE RECORDS SERVICE IS NOT A GOVERNMENT AGENCY AND DOES NOT HAVE OR CONTRACT WITH ANY GOVERNMENT AGENCY TO PROVIDE THIS SERVICE.

Please complete this Annual Minutes Form. Your information will be kept confidential and will not be disclosed to third parties. Mail the completed form with your payment for \$125.00 payable to Corporate Records Service in the enclosed envelope. If you have any questions, please email us at records@corp-records.com.

Step 1. SHAREHOLDERS Enter the names of each stockholder.

Name	Name
Name	Name
Name	Name
Name	Name

Step 2. CORPORATE DIRECTORS Enter the names of all members of the Board of Directors.

Name	Name
Name	Name
Name	Name
Name	Name

Step 3. CORPORATE OFFICERS Enter the names & titles of all corporate officers.

Name	Title	Name	Title
Name	Title	Name	Title
Name	Title	Name	Title
Name	Title	Name	Title

Step 4. CONTACT PERSON Enter the name & email address of the contact person.

Contact Name	Contact Email	Contact Phone
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Step 5. Check appropriate payment method & fill out subitems.

☐ CHECK OR MONEY

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[2]

☐ CHECK OR MONEY
ORDER ENCLOSED

☐ CREDIT CARD (VISA & MASTERCARD ONLY)

Please make your check payable to:

Corporate Records Service
1859 W Saginaw Hwy #343
Lansing, MI 48917-2460

Enter Credit Card Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Enter Expiration Date of Credit Card:

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
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Step 6. Provide your signature for authorization.

Signature

Date

Step 7. Return this entire completed form with payment in the enclosed return envelope.

4P

2013 Corporate Records Service

for office use only

ND: 2013-02-13

KC: K241687363

Please Respond By **March 20, 2013**